

JOB DESCRIPTION

JOB TITLE		FINANCE BUSINESS PARTNER
TEAM		FINANCE
CONTRACT TYPE		TEMPORARY, 12 MONTHS (MATERNITY COVER)
DIRECT REPORTS		NONE
REPORTING TO		FINANCE MANAGER
LOCATION		LONDON HEAD OFFICE
HOURS OF WORK		34.5 HOURS PER WEEK
ANNUAL LEAVE		26 DAYS ANNUAL LEAVE, PLUS BANK HOLIDAYS. FURTHER DAYS OF LEAVE WILL BE EARNED AFTER TWO YEARS OF SERVICE – SEE THE EMPLOYMENT HANDBOOK FOR DETAILS.

SUMMARY OF ROLE

The postholder will be responsible for providing financial support and guidance to meet organisational needs. As a Finance Business Partner, you will collaborate closely with program managers, senior leadership, and other key stakeholders to ensure effective financial management, budgeting, and decision-making to drive the organisation's mission forward. The role will be responsible for managing the purchase ledger and ensuring accurate and timely processing of invoices, payments, and expense claims. This role requires strong organisational skills, a high level of accuracy, and the ability to work effectively within a team.

KEY RESPONSIBILITIES

Finance Operations - UK

- Ensuring month end requirements related to this role are delivered efficiently and effectively including balance sheet reconciliations.
- Ensure that the general ledger is accurate and up to date at all times, processing month end journals, invoices/PO's, expenses and large volumes of income with a full audit trail.
- Effectively manage the purchase/sales ledgers and process timely payments ensuring supporting documents and approval in place.
- Prepare month end reporting including budget holder reports, aged debtors and creditors reports.
- Be a point of contact for specific Directorates and have monthly review meetings to discuss BHR and other finance matters.
- Ongoing and timely reconciliation of the charity's bank accounts and all control accounts.
- Ensure a global fixed asset register is maintained and kept updated.

Finance Operations – international

- Process country office and partner fund requests ensuring appropriate checks and approvals in place.
- Work collaboratively to review country office and partner account submissions, provide feedback and support the office/partner to address any outstanding issues. Monitor and track issues and actions.
- Be part of the quarterly review meetings between finance, global programmes and country offices and support the offices to present their financial position and risks.

Annual Audits

- Be part of the finance audit team and ensure audit deliverables allocated are met as per the audit timetable and requirements.

Controls & Compliance

- Uphold controls and good financial governance processes, identifying and acting quickly to correct areas of weakness.

This is not an exhaustive list and the post holder may at times be requested to perform other tasks not stated above but within scope of the position.

PERSON SPECIFICATION

KNOWLEDGE, TRAINING & QUALIFICATIONS



- Finance related qualification is desirable OR Proven experience as a Finance Business Partner, working in accounts payable or purchase ledger management, or similar role, preferably in the nonprofit sector.
- Knowledge of accounting principles and practices.

EXPERIENCE



- Experience of working in a multi-currency environment with an understanding of how that impacts finance operations.
- Experience of Raiser's Edge and integration with accounting software
- Purchase ledger experience
- Proficient in using accounting software and MS Office applications, particularly Excel.
- Experience of using other finance apps eg expenses and reporting apps etc

SKILLS & ATTRIBUTES



- Excellent communication and interpersonal skills, with the ability to build relationships and collaborate effectively with diverse stakeholders.
- Ability to work independently, prioritise tasks, and meet deadlines in a fast-paced environment.
- Excellent attention to detail with accuracy.
- Understanding and commitment to SPANA's values and ethos
- An innovative, collaborative, questioning and flexible attitude to work, with a desire to keep building on knowledge and skills
- Ability to deal tactfully and confidentially with sensitive matters
- Collaborative in nature

OUR VALUES

EXCELLENCE

- WE ARE MOTIVATED BY OUR COLLEAGUES, BENEFICIARIES AND SUPPORTERS TO BE THE BEST WE CAN BE.
- WE SEEK EXCELLENCE IN OUR WORK AND ARE NOT AFRAID TO TRY NEW THINGS.
- WE ARE PASSIONATE AND OPTIMISTIC; WE WORK THROUGH BARRIERS TO ACHIEVE SUCCESS.
- WE ARE BRAVE AND COURAGEOUS IN ALL ASPECTS OF OUR WORK.

RESPECT

- WE ARE TOLERANT AND CONSIDERATE OF EVERYONE'S RIGHTS, CULTURES AND BELIEFS.
- WE TREAT EVERYONE EQUALLY, WITH DIGNITY AND RESPECT.
- WE ENGAGE WITH SENSITIVITY AND COMPASSION, TAKING TIME TO LISTEN AND UNDERSTAND SITUATIONS IN ORDER TO MAKE INFORMED DECISIONS.
- WE EMPATHISE WITH OUR BENEFICIARIES AND USE BOTH KINDNESS AND OUR PROFESSIONAL EXPERTISE TO RELIEVE THEIR SUFFERING.

INTEGRITY

- WE USE OUR RESOURCES ETHICALLY AND CONSIDER SPANA'S SUSTAINABILITY.
- WE ARE ACCOUNTABLE, TAKING RESPONSIBILITY FOR, AND OWNERSHIP OF, OUR WORK.
- WE MAKE DECISIONS WITH INTEGRITY AND HAVE THE COURAGE TO STAND BY THEM.
- WE ACT WITH HONESTY AND HUMILITY AND ARE NOT AFRAID TO FAIL SO THAT WE CAN ALL LEARN.
- WE ARE LOYAL AND DILIGENT IN ALL ASPECTS OF OUR WORK, PERSEVERING TO OVERCOME CHALLENGES.

COLLABORATION

- WE COOPERATE AS A TEAM, EMPOWERING EACH OTHER AND THE COMMUNITIES WITH WHICH WE WORK.
- WE SUPPORT ONE ANOTHER, WITH A FLEXIBLE AND ADAPTABLE APPROACH TO GET THE JOB DONE.
- WE SHARE SPANA'S VISION, VALUES AND GOALS.
- WE VALUE EVERYONE'S CONTRIBUTION - THEIR KNOWLEDGE, SKILLS AND PROFESSIONAL EXPERTISE - TO ACHIEVE OUR COLLECTIVE GOALS.